

INDIANA DEPARTMENT OF REVENUE



Motor Carrier Services Commercial Motor Vehicle Guidebook

The *Motor Carrier Services Commercial Motor Vehicle Guidebook* is prepared based on Indiana's laws and regulations. However, because the Indiana General Assembly meets annually, the information contained in this booklet is subject to change. This booklet is provided as a guide and not intended to provide strict interpretations of Indiana law. Although every effort has been made to ensure that the enclosed information is accurate and complete, please visit the Motor Carrier Service Division of the Indiana Department of Revenue's Web site at www.in.gov/dor/3408.htm for more information.

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Introduction

Commercial motor vehicles travel more than 9.5 billion miles in Indiana each year. The movement of these vehicles impacts the safety conditions and traffic patterns of Indiana's roads, as well as the physical demands placed on them. These roads play a large role in Indiana's economic success.

The Motor Carrier Service (MCS) of the Indiana Department of Revenue (DOR) seeks to provide guidance and service to motor-carrier companies, commercial drivers and residents of Indiana through the fair administration of state and federal laws that govern the commercial use of Indiana's roads.

MCS oversees many areas that affect the commercial transportation industry. This guidebook provides a summary of the various services that MCS provides. The guidebook also contains contact information for other state agencies and federal offices that may be useful for commercial-vehicle operators and owners.

Indiana Trucking Requirements — Overview

INTERSTATE

Yes.
See page **9**

Yes.
See page **14**

Yes.
See page **21**

Yes.
See page **6**

No.
See page **23**

Yes.
See page **18**

Fuel Tax:

A vehicle that has two axles with a gross vehicle weight, or registered weight, in excess of 26,000 pounds:

- A vehicle that has three axles or more
- A vehicle traveling in combination with a combined gross vehicle weight, or combined registered weight, in excess of 26,000 pounds

A commercial passenger vehicle that seats more than nine passengers, in addition to the driver:

- A road tractor
- A tractor truck

International Registration Plan (Plates, Registration & Titles):

A truck with 3 or more axles, or
When the combination gross weight is more than 26,000 lbs.

Vehicle Marking:

- Over 10,001 lbs, or GVWR /CGVWR
- A passenger vehicle that seats nine or more, including the driver, or
- A carrier requiring hazardous materials placards.

USDOT, UCR, Safety & Insurance:

If the vehicle is:

- For hire, or
- Private, transporting hazardous material.

Intrastate Operating Authority:

- Transporting passengers for hire, or
- Transporting household goods for hire.

Oversized/ Overweight Permits:

- Over 80,000 lbs. gross weight, or
- Over 20,000 lbs. on a single axle, or
- Over 34,000 lbs. on a tandem axle, or
- Over 8 feet, 6 inches wide, or
- Over 13 feet, 6 inches high
- Over 40 feet long for a single vehicle, or
- Over 60 feet long for a two vehicle combination. Excluding Semi Tractor Trailer

INTRASTATE

Yes.
See page **9**

No.
See page **14**

Yes.
See page **21**

Yes.
See page **6**

Yes.
See page **23**

Yes.
See page **18**

Insurance Requirements

What are the insurance requirements?

For-hire carriers transporting non-hazardous property in a vehicle with a gross vehicle weight rating (GVWR) of 10,001 lbs. or more - \$750,000.

Private and/or for-hire carriers transporting hazardous material - \$1,000,000 to \$5,000,000.

For-hire carriers transporting passengers in a vehicle with a seating capacity of 15 or less - \$1,500,000.

For-hire carriers transporting passengers in a vehicle with a seating capacity of 16 or more - \$5,000,000.

For-hire carriers transporting non-hazardous property in a vehicle with a GVWR of 10,000 lbs. or less - \$300,000.

What type of insurance form do I file for a USDOT or Indiana identification number?

If you are an intrastate for-hire carrier and/or a private hazardous-materials carrier, you must file a Form E, Indiana insurance filing. Your insurance company can provide you with a Form E. If you have active FHWA/MC authority, you **do not** have to submit the Form E filing.

Foreign carriers (Canadian and Mexican) must carry a copy of the MCS90/MCS82 in the vehicle when traveling throughout the United States as proof of financial responsibility.

For more information about insurance requirements or filings, call (317) 615-7350.

Safety Requirements

What safety requirements will I encounter as a professional truck driver?

Indiana has adopted the following Federal Motor Carrier Safety Regulations as Indiana law:

A commercial motor vehicle (CMV) is any self-propelled or towed motor vehicle used on a highway in interstate and/or intrastate commerce to transport passengers or property when the vehicle:

1. Has a GVWR or gross combination weight rating or a gross vehicle weight or gross combination weight of 4,536 kg (10,001 lbs.) or more, whichever is greater; or
2. Is designed or used to transport more than eight passengers (including the driver) for compensation; or unless the vehicle otherwise meets the definition of CMV (10,001 GVWR); or
3. Is designed or used to transport more than 15 passengers (including the driver) and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous and transported in a quantity that requires a placard.

You can visit the Federal Motor Carrier Safety Administration Web site at www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm to view a complete list of safety regulations.

The following list provides a reference for finding the citations in the legal code.

Transportation of Hazardous Materials Requirements:

- 49CFR Part 107 Hazardous Materials Program Procedures
- 49CFR Part 171 General Information and Definitions
- 49CFR Part 172 Hazardous Materials Tables
- 49CFR Part 173 Shippers General for Shipments
- 49CFR Part 177 Carrier by Public Highway
- 49CFR Part 178 Specifications for Packaging
- 49CFR Part 180 Continuing Qualification & Maintenance of Packaging

Safety Requirements:

- 49CFR Part 382 Controlled Substances, Alcohol Use and Testing
- 49CFR Part 383 Commercial Driver's License
- 49CFR Part 385 Safety Fitness Procedures
- 49CFR Part 386 Rules of Practice for Motor Carrier, Broker Freight Forwarder and Hazardous Materials
- 49CFR Part 387 Minimum Levels of Financial Responsibility for Motor Carriers
- 49CFR Part 390 General Applicability & Definitions
- 49CFR Part 391 Qualifications of Drivers and Longer Combination Vehicles (LCV) Driver Instructors
- 49CFR Part 392 Driving of Motor Vehicles
- 49CFR Part 393 Parts and Accessories Necessary for Safe Operation
- 49CFR Part 395 Hours of Service of Drivers
- 49CFR Part 396 Inspection Repair and Maintenance
- 49CFR Part 397 Transportation of Hazardous Material; Driving and Parking Rules
- 49CFR Part 398 Transportation of Migrant Workers

These regulations apply to CMV trucks and combination vehicles with a manufacturer's GVWR or a combined gross vehicle weight rating (GVWR-CGVWR) of 10,001 lbs. (4,536 kg) or more; to vehicles hauling hazardous materials in a quantity that requires placards; and to vehicles designed to transport more than eight passengers (including the driver).

Physical Qualifications to Drive

What are the minimum qualifications to drive?

You may operate a CMV intrastate (travels only in Indiana) at 18 years of age; however, all drivers must meet the qualifications outlined by the Federal Motor Carrier Safety Administration. Interstate (travels in more than one state) drivers must be at least 21 years of age.

Must I carry proof that I am physically qualified to drive?

Yes, you are required to carry a current, valid Medical Examiner's Certificate.

Intrastate carriers are also subject to these requirements, with the exception of intrastate drivers hired before Sept. 1, 1985, who are operating incidental to normal employment duties and are not employed as a chauffeur. A person shall not drive a commercial motor vehicle unless he/she is physically qualified to do so **and has on his/her person the original, or a photographic copy, of a Medical Examiner's Certificate** confirming that he/she is physically qualified to drive a CMV.

Equipment Requirements

Am I required to carry any special equipment?

Yes, every bus, truck, truck tractor and vehicle driven in a tow-away operation greater than 10,000 lbs. GVWR-CGVWR must be equipped with:

- A fire extinguisher;
- Spare fuses; and
- Warning devices for stopped vehicles or three bidirectional emergency reflected triangles.

What equipment must be spot-checked before each trip?

- Service brakes, including trailer-brake connections;
- Parking brake;
- Steering mechanism;
- Lighting devices and reflectors;
- Tires;
- Horn;
- Windshield wipers;
- Rear-vision mirror(s);
- Coupling devices;
- Wheels and rims; and
- Emergency equipment.

Inspections and Out-of-Service Orders

Is the Commercial Vehicle Safety Alliance (CVSA) decal now being used when inspections are performed?

Yes, Indiana issues Commercial Vehicle Safety Alliance decals to carriers after they have successfully completed a Level One North American Standard Inspection and are found to have no critical item violations.

What criteria would an officer use to determine whether a truck displaying a valid decal should be reinspected?

Any truck, displaying a valid decal or not, should be reinspected if an obvious violation is observed. A CVSA decal does not exempt a motor carrier from any inspection when approached by an officer.

Are there differences between the FMCSA and CVSA out-of-service criteria?

Yes. FMCSA puts the company out of service, and CVSA puts the driver and/or the vehicle out of service.

The CVSA and the FMCSA work together to establish the out-of-service criteria that are used by inspectors throughout all states and regions.

Are out-of-service decisions made only according to these standards, or can a truck be placed out-of-service for other reasons?

Out-of-service decisions are made according to the standards as set forth by the CVSA. You may contact the CVSA for a list of the out-of-service criteria. The CVSA charges a fee for copies of this list.

Copies of the CVSA out-of-service criteria may be obtained for a fee by contacting the Commercial Vehicle Safety Alliance.

Commercial Vehicle Safety Alliance
5430 GRDS Venor Lane, Suite 130
Bethesda, MD 20814
(301) 564-1623
(301) 564-0588 (fax)
CVSAhg@cvsa.org

Questions About Regulations

Whom do I contact with other safety questions?

If you have any questions concerning size and weight, oversize load escorts, hazardous material, compliance reviews or other matters related to the enforcement of commercial vehicle rules and regulations, visit the Indiana State Police Web site at www.in.gov/isp

How can I get a copy of the Motor Carrier Safety Regulations?

The Federal Motor Carrier Safety Regulations are available at most large truck stops or through any printing agency that specializes in printing federal regulations.

J.J. Keller & Associates Inc.
3003 W. Breezewood Lane
P.O. Box 368
Neenah, WI 54957-0368
(877) 564-2333
www.jjkeller.com

Label Master
5724 N. Pulaski Road
Chicago, IL 60646-6797
(800) 621-5808

Fuel & Road-Use Taxes

Generally, all carriers traveling in or through Indiana in commercial-motor vehicles must file and pay fuel and road-use taxes. All vehicles should be properly registered and have annual compliance decals displayed. The method of registration will vary based on whether the carrier is an interstate (travels in more than one state) or intrastate (travels only in Indiana) motor carrier.

Motor Carrier Fuel Tax (INTRA)

The following commercial vehicles that travel only in Indiana and have an Indiana Base Plate issued by the Indiana Bureau of Motor Vehicles and are considered qualified vehicles are subject to the Indiana Motor Carrier Fuel Tax and Intrastate Licensing Requirements:

- A Vehicle that has two axles with a gross vehicle weight, or registered weight, in excess of 26,000 pounds
- A Vehicle that has three axles or more, regardless of weight
- A vehicle traveling in combination (power unit and trailing unit) with a combined gross vehicle weight, or combined registered weight, in excess of 26,000 pounds
- A commercial passenger vehicle that is designed to seat more than nine passengers, in addition to the driver, that travels only in Indiana or in multiple jurisdictions
- A road tractor that has two axles with a gross vehicle weight, or registered weight, less than 26,000 pounds that travels only in Indiana or in multiple jurisdictions
- A tractor truck that has two axles with a gross vehicle weight, or registered weight, less than 26,000 pounds that travels only in Indiana or in multiple jurisdictions

International Fuel Tax Agreement (IFTA)

The following commercial vehicles that travel regularly outside the state of Indiana in two or more jurisdictions and have an Indiana IRP - apportioned plate, transporter plates, bus plates, or farm plates, are considered qualified vehicles subject to the International Fuel Tax Agreement (IFTA) filing and licensing requirements.

- A Vehicle that has two axles with a gross vehicle weight, or registered weight, in excess of 26,000 pounds
- A Vehicle that has three axles or more, regardless of weight; or
- A vehicle traveling in combination (power unit and trailing unit) with a combined gross vehicle weight, or combined registered weight, in excess of 26,000 pounds.

Carriers with both INTRASTATE and IFTA subject vehicles

If your fleet consists of qualified vehicles that have IRP apportioned plates and travel outside of Indiana, as well as qualified vehicles that have Indiana base plates and travel only inside the state of Indiana, you will need to have an IFTA license for licensing and filing requirements for the entire fleet.

Exempt Vehicles

A number of vehicles are exempt from the Indiana Motor Carrier Fuel Tax and are not required to display fuel-tax compliance decals and license cards if they travel only in Indiana.

However, the following vehicles may be subject to other jurisdictions' motor carrier fuel taxes and are commonly required to display fuel-tax compliance decals and IFTA license cab cards should they leave the state of Indiana:

1. Vehicles operated by the State of Indiana or a political subdivision thereof;
2. Vehicles operated by the United States or by an agency of states in which Indiana participates;
3. School buses operated by, for or on behalf of a state, a political subdivision of a state or a private or privately operated school;
4. Vehicles used in casual or charter bus operations;
5. Vehicles registered by the Indiana Bureau of Motor Vehicles as farm trucks, farm trailers or farm semi trailers and tractors, or under a similar law of another state;
6. Intercity buses;
7. Vehicles displaying a dealer registration plate; and
8. Recreational vehicles.

Generally, motor carriers may not hold both an Indiana intrastate fuel-tax license and an International Fuel Tax Agreement license.

Additional jurisdiction exemptions can be found at www.iftach.org or by contacting the jurisdictions directly.

How do I determine if Indiana is my base jurisdiction for IFTA purposes?

Indiana is the base jurisdiction if qualified motor vehicles are based in Indiana for registration purposes and:

1. Operational control and operational records of the motor carrier's qualified motor vehicles are maintained or can be made available in Indiana; and
2. Some mileage is accrued by qualified motor vehicles in Indiana.

Application and Registration for Fuel Tax

How do I open a new fuel-tax account?

Contact the Motor Carrier Services Division of the Indiana Department of Revenue in person, by mail or by telephone at (317) 615-7345 to obtain Form MCFT-1, Application for Intrastate Motor Carrier Fuel Tax Annual permit, or Form IFTA-1, International Fuel Tax Agreement License Application.

These forms are also available on the Motor Carrier Services Web site at www.in.gov/dor/3408.htm

What information do I need to complete an IFTA-1 or MCFT-1 application?

1. Federal employer identification number or Social Security number of sole owner
2. Indiana tax identification number (if one has already been assigned)
3. Proof of business domicile in the State of Indiana
4. A valid IRP account number, proof of IRP registration lease, or proof of farm, bus, or transporter plate registration; for IFTA-1
5. A valid US DOT number or an interstate authority lease for IFTA-1
6. A valid Indiana DOT number for MCFT-1

Once the application and registration fee have been processed, you will receive your license/cab card and compliance decals.

How many fuel-tax/license cab cards and compliance decals are required per carrier?

Each carrier receives one fuel-tax cab card. You are required to make a copy of the cab card for each vehicle. Keep the original with your company records.

Each intrastate carrier (travels only within Indiana) receives one decal for each vehicle operated by the carrier. This decal must be placed on the driver's side of each power unit, and the intrastate Motor Carrier fuel-tax annual permit/cab card must be carried in the vehicle at all times.

Each interstate (IFTA) carrier receives a set of two decals for each vehicle. These decals must be placed on the exterior portion of both sides of the power units. The IFTA cab card must be carried in the vehicle at all times.

If a vehicle is leased and operated by more than one carrier, in addition to displaying the compliance decal and fuel-tax license/cab card, a reproduced copy of the *operating* carrier's lease must be displayed in the vehicle. The *operating* carrier is the carrier who is responsible for reporting and remitting the Motor Carrier fuel tax and surcharge tax as outlined in the lease.

When do the annual license cab card and compliance decal expire?

The license cab card and compliance decal expire on **Dec. 31** of each year.

How do I renew my account?

The Indiana Department of Revenue sends a renewal packet to all active motor carrier accounts by **Aug. 1** of each year. Included in the packet is the renewal application. Renewal applications should be sent to the Indiana Department of Revenue no later than **Sept. 1** each year to ensure credential are mailed out **Nov. 15**. Please allow 45 days for processing.

IFTA and Intrastate Motor Fuel Tax accounts that are revoked, missing quarterly returns, not in compliance with Indiana Motor Carrier Services requirements, or have listed tax liabilities with the State of Indiana will not be renewed until they are in a satisfactory status.

Where can I renew my annual license?

A carrier can renew with the Motor Carrier Services Division of the Indiana Department of Revenue in person, on the Motor Carrier Service Web site www.in.gov/dor/3408.htm or by mail:

Indiana Department of Revenue
Motor Carrier Services Division
Motor Carrier Fuel Tax/IFTA
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241

Account Changes

Can my license be revoked and/or my renewal be denied?

Licenses can be revoked or denied if you:

1. Have not filed the required quarterly reports.
2. Have not paid the correct amount of tax due on these reports.
3. Have failed to file all tax returns or information reports or to pay all taxes, penalties and interest required by the Indiana Department of Revenue.
4. If your quarterly returns did not show activity in Indiana, for three consecutive quarters.

If I receive a new Federal employer identification number (FEIN) or a Social Security number (SSN), do I need to obtain a new annual license?

Yes, anytime the legal ownership changes, a new entity is created or a division is made a subsidiary, a new annual license must be obtained.

If the FEIN or SSN change is only for correction purposes, the original annual permit can be retained by the carrier.

Are the fuel-tax license cab card and compliance decals transferable?

No.

What if the vehicle is sold or traded?

Compliance decals are assigned to the carrier, not the truck. If the vehicle is sold or traded, the decal cannot be assigned to the new carrier and must be removed from the vehicle. A new decal must be obtained under the authority of the new owner's Motor Carrier fuel-tax annual license.

What if I wreck my truck or have it repainted?

A carrier may obtain a new compliance decal for a vehicle if the original decal has been lost or destroyed.

Contact the Motor Carrier Services division in person, by phone or by mail for additional/replacement decals:

Indiana Department of Revenue
Motor Carrier Services Division
Motor Carrier Fuel Tax/IFTA
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
(317) 615-7345

What if I misplace one of my annual license cab cards?

Upon request, Motor Carrier Services will issue a duplicate annual license cab card to the carrier if the original is lost. Contact the Motor Carrier Services Division in person, by phone or by mail for a replacement license cab card.

Is a carrier who operates a commercial motor vehicle displaying a dealer registration plate, or transport plate, required to obtain an annual permit/cab card and compliance decal for that vehicle?

A carrier displaying a dealer registration plate is exempt from obtaining a Motor Carrier fuel-tax license and compliance decals.

Carriers who display a transport plate **are** required to obtain an intrastate Motor Carrier fuel-tax annual permit/cab card or IFTA cab card and respective compliance decals.

How do I close my fuel tax account with Motor Carrier Services?

To close your fuel-tax account, it must be current with Motor Carrier Services. After filing all returns and making any payments you must make your request to close your account in writing. You must also return your annual license cab cards and compliance decals to Motor Carrier Services.

Quarterly Tax Reports

Which reports are required to be filed by motor carriers?

A quarterly report (IFTA-101 or MCFT-101) must be filed by all carriers who hold an Indiana or IFTA motor carrier fuel-tax annual license. This return is required regardless of activity.

When must the quarterly reports be filed?

Quarterly reports must be postmarked no later than the last day of the month that immediately follows the end of the quarter.

Quarter tax period report due dates

Quarter	Date of Quarter	Deadline
1st Quarter	Jan. 1 — March 31	April 30
2nd Quarter	April 1 — June 30	July 31
3rd Quarter	July 1 — Sept. 30	Oct. 31
4th Quarter	Oct. 1 — Dec. 31	Jan. 31

How do I obtain the quarterly reports?

New accounts receive the applicable quarterly report forms (MCFT-101 or IFTA-101) by mail at the end of the quarter in which the license was obtained.

Existing accounts receive quarterly report forms approximately 30 days prior to the due date for each quarter.

What type of information do I need to complete a quarterly report?

The following information is required to complete the quarterly tax returns. You will need information regarding:

1. Miles traveled in Indiana;
2. Miles traveled in other states (if IFTA);
3. Miles traveled while using a trip permit;
4. Gallons of motor fuel purchased and consumed (placed in the fuel tank of a qualified vehicle) by jurisdiction by fuel type; and
5. The number of qualified motor vehicles operated, by fuel type.

How do I correct any errors after I have filed my original quarterly report?

Corrections may be made by filing an amended quarterly report, which can be obtained from the Motor Carrier Services division of the Indiana Department of Revenue in person, by mail or by telephone.

Are there any penalties for not filing quarterly reports or for filing late?

Yes. The following penalties may be imposed:

1. A \$50 penalty or 10 percent, whichever is greater, is due on any late remittance;
2. A \$50 penalty is due for any late report when no remittance is due;
3. The license tax annual permit may be revoked or renewal denied; and
4. A carrier that fails to file a quarterly report is subject to a civil penalty of \$300 for each report that is not filed.

Record keeping requirements

All license holders must keep all the records necessary for the administration of the fuel and use taxes, including:

- Miles traveled in Indiana;
- Miles traveled in other states;
- Gallons of motor fuel consumed;
- Gallons of motor fuel purchased;
- Tax paid; and
- The number of qualified motor vehicles operated, by fuel type.

To verify the amount of tax-paid fuel purchased in bulk or purchased from service stations, the taxpayer must keep the original invoices.

Service station purchase records must include:

- The date of the purchase;
- The name and address of the seller (may be added by credit card imprint);
- The name of the purchaser;
- The number of gallons purchased;
- The type of product purchased;
- The price per gallon; and
- The unit number of the vehicle for which the fuel was purchased.

Records of tax paid on fuel withdrawn from bulk storage tanks must include:

- The date of withdrawal;
- The number of gallons withdrawn;
- The type of fuel withdrawn;
- The unit number of the vehicle for which the fuel was purchased; and
- The purchase and inventory records.

Lease Agreements

Who is responsible for filing quarterly reports and paying the Motor Carrier fuel tax when a vehicle is leased?

Every qualified motor vehicle leased to a carrier is subject to the same fuel-tax requirements as any qualified motor vehicle owned by a carrier.

The most common questions surround the issue of **who** is liable for the tax reporting.

Generally, the registered owner of a vehicle is the required fuel-tax license holder. The owner has the option to contract with the driver (or carrier) who is leasing the vehicle to have him/her pay the fuel taxes; however, both the license holder and the driver (or carrier) are held jointly liable for unpaid taxes.

There are a few exceptions with specific short-term leases.

Rental & leasing – short-term leases

In the case of an owner regularly engaged in the business of leasing or renting motor vehicles, without drivers, to others for 29 days or less, the owner must report and pay the fuel-use tax *unless*:

- The owner has a written rental contract that designates the driver (or carrier) leasing the vehicle as the party responsible for reporting and paying the fuel-use tax; **and**
- The owner has a copy of the driver's (or carrier's) valid IFTA fuel-tax license.

Household goods carriers

In the case of household goods carriers using independent contractors, agents or service representatives under intermittent leases, the party responsible for motor fuel-use tax is:

- The driver (or carrier), if the qualified motor vehicle is being operated under the driver's (or carrier's) jurisdictional operating authority; or
- The owner, if the qualified motor vehicle is being operated under the owner's jurisdictional operating authority.

Independent contractors – short-term leases

In the case of a carrier using independent contractors under short-term leases of 29 days or less, the owner reports and pays all fuel-use taxes.

Independent contractors – long-term leases

In the case of a carrier using independent contractors under long-term leases of 30 days or more, the owner and driver (carrier) are given the option of designating which of them will report and pay the motor fuel-use tax. If there is no written agreement or contract, or if the written document is silent regarding responsibility for reporting and paying fuel-use tax, **the driver (or carrier) is responsible** for reporting and paying fuel-use tax.

Please visit www.in.gov/dor/3408.htm for a complete list of IFTA responsibilities and exceptions.

5-Day Trip Permits

What is a 5-day trip permit?

Instead of obtaining an annual license and paying the quarterly tax imposed, you may be issued a 5-day trip permit from a permit service. The 5-day trip permit authorizes the carrier to operate a commercial motor carrier in or through Indiana for a period of five consecutive days.

Note: 5-day trip permits are issued only by permit services, with a fee of \$50 plus any permit service charges.

How do I travel legally in Indiana if I fail to renew my Motor Carrier fuel annual license?

Permit services will not renew annual licenses. Special authorization must be obtained from the Motor Carrier Services before a 5-day trip permit can be issued. This approval is conditional upon the carrier renewing its annual license within the 5-day period and being current in filing the quarterly report.

Proportional Use Credit (PUC)

May a carrier take credit on its IFTA-101 or MCFT-101 quarterly tax return for taxable fuel used to power its power take-off units?

No. A motor carrier who is seeking a Proportional Use Credit (PUC) of taxes paid on motor fuel consumed in a power take-off unit (PTO) must first be certified by the Indiana Department of Revenue. After PUC certification, they are eligible to file the MCS-1789 Claim of or Proportional Use Credit. The credit can be claimed for all qualified motor vehicles that have a common fuel reservoir used to both propel the vehicle and power some other commercial purposed power take off unit (PTO) of the vehicle. The motor carrier must file the Form Prop-1, Proportional Use Credit Certification Application. The application must be received in time to allow MCS to certify the application before April 1 to be eligible to file claims for the credit during the first quarter of the same year. The carrier must also file the form MCS-1789, Claim for Proportional Use Credit, each quarter. Prop-1 and MCS-1789 are available from MCS in person, by mail, by telephone or on the Motor Carrier Services Web site at www.in.gov/dor/3408.htm

Indiana Department of Revenue
Motor Carrier Services Division
Motor Carrier Fuel Tax\IFTA
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
(317) 615-7345

International Registration Plan (IRP)

What is IRP?

The International Registration Plan (IRP) is an agreement among the states of the United States and provinces of Canada that allows the proportional registration of fleets of vehicles. Its purpose is to issue one registration plate and cab card to each fleet vehicle, rather than one for each state and Canadian province in which the vehicle travels. The apportioned plate allows both interstate and intrastate operation.

A carrier registers in its base state or Canadian province, declares the mileage of the fleet's operations everywhere the carrier travels, declares the registered weight in each state and pays all registration fees on one bill with its base state.

The base state is responsible for calculating, billing and collecting fees for all IRP jurisdictions in which the carrier is operating. The base state also informs the other jurisdictions and distributes the collected fees.

IRP Plate Requirements

Where do I get IRP apportioned plates?

Indiana apportioned IRP plates are available through the Motor Carrier Services division of the Indiana Department of Revenue. Remember, IRP plates **cannot** be purchased at the Indiana Bureau of Motor Vehicles. (If you travel only within Indiana, you do not need IRP plates; you should purchase your license plates from the Indiana Bureau of Motor Vehicles.) You can process, pay for and print credentials without ever leaving your home or office. You can log in at www.in.gov/dor/ to get 24-hour service at your fingertips. Any new IRP application must be mailed or faxed to the address listed here:

Indiana Department of Revenue
Motor Carrier Services Division
IRP Unit
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
(317) 615-7340
Fax: (317) 615-7310 or (317) 821-2335

You can also visit the customer service center at the above address between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excluding holidays.

When should I have my new plates mounted?

New apportioned plates and cab cards must be displayed by 12 a.m. on the first day of the new registration period. An apportioned plate must be displayed on the front of tractors, truck-tractors and dump trucks. They must also be displayed on the rear of trucks, trailers and buses. The cab card must be carried in the vehicle for which it is issued.

What happens if I don't have new plates on my vehicles?

Vehicles not displaying the current license plate, current cab card, valid trip permit or temporary registration in lieu of credentials are in violation and the driver is subject to law enforcement action. Enforcement action includes, but is not limited to, violation citations, fines and/or vehicle impoundment.

Registration Requirements

What types of vehicles should I register under the IRP?

The following vehicles that travel in two or more IRP member jurisdictions are required to be registered and are considered "apportionable vehicles":

- Power units having three or more axles regardless of weight
- Vehicles having a gross weight in excess of 26,000 lbs.
- Vehicles used in combination when the gross weight of the combination exceeds 26,000 lbs.

Are any vehicles exempt from registering in IRP?

Yes. Exempt vehicles are:

- Chartered buses
- Recreational vehicles
- Vehicles displaying restricted plates (commodity, area, mileage restrictions), such as farm plates
- City pick-up and delivery vehicles
- Vehicles displaying special-machinery plates
- Government vehicles

What information will slow down the processing of my request for plates?

Whether you are completing a renewal application or a new application, certain information and documents are required before we can issue your credentials. Be aware that the following information is required to help ensure problem-free processing:

- Place of business - Your established place of business in Indiana must be verifiable.
- Proof of ownership (Title) - A valid Indiana title or a title application is required.
- Lease agreements - A copy of the existing lease agreement (if applicable) is needed.
- Proof of financial responsibility - Valid insurance information.
- Federal Heavy Vehicle Use Tax (FHVUT) - Proof of payment of the current FHVUT (Form 2290) must be verified.
- US DOT Number - All registrants **must** have a US DOT number.
- Valid IFTA license.
- Unified Carrier Registration must be verified.

3-Day Trip Permit

What if I travel through Indiana only occasionally?

In lieu of the permanent registration credentials, an Indiana IRP 3-day trip permit is required for all out-of-state carriers who are properly registered and insured in their base states, but who have not apportioned for Indiana and wish to drive in or through the state of Indiana.

The permit must be secured prior to entry and must remain with the vehicle while in the state.

Refund or credit cannot be given for unused permits.

The Indiana IRP 3-Day Trip Permit is available through wire services or through the Indiana Department of Revenue. The permit is issued for a period of three days for a fee, if issued from the Motor Carrier Services Division. Price may vary if issued through a wire service. Certain requirements must be met prior to the issuance of a 3-Day Trip Permit. Visit the Motor Carrier Services at www.in.gov/dor/3408.htm for the complete listing of fees.

Please consult the IRP Handbook on the MCS Web site at www.in.gov/dor/3406.htm for details.

Hunter's Permit

What if I'm unemployed and driving to look for work?

A hunter's permit is a limited permit issued to allow an owner/operator to move his/her vehicle at the unladen weight between lessors to "hunt" for employment. It is valid for both intrastate and interstate travel. The hunter's permit is issued only to registrants who are both owner and operator of the vehicle.

To obtain a hunter's permit, you need:

- A copy of your previous registration (cab card);
- A copy of your title;
- Insurance information regarding the insured, the insurer's name and the policy number; and
- Payment in cash, a money order or a credit card payment. Visit the Motor Carrier Services' Web site for the current payment price www.in.gov/dor/3408.htm

45-Day Temporary Permits

Who can apply for a 45-day permit?

A 45-day temporary IRP registration permit is issued solely to vehicles within established Indiana IRP fleets that are currently registered or are in the process of registering. *It is **not** a means by which a vehicle can travel through Indiana or other jurisdictions without registering for the year! It is also not a means of delaying payments of fees.*

The 45-day temporary permit allows you to place qualified vehicles into service immediately after the payment is processed (with the exception of added vehicles and replacement plates). Follow-up documentation must be submitted within 20 days.

After a temporary permit registration has been granted, **the vehicle is subject to the full registration process** and to the same laws and fees as a valid license plate for **added vehicles** and **replacement plates**.

Permits ***will not*** be issued to an account that is not in good standing (has an existing liability with the state).

No temporary permits will be issued to renewal vehicles or any previously registered vehicles until payment has been received.

Yard tractor permits

What if my vehicle is used to work on-site only?

Yard Tractor Permits are issued to non apportioned tractors that are used to move semi-trailers from one point at a terminal site, loading site, or spotting facility to its place of origin. Any Tractor operating with a Yard Tractor Permit is ineligible to carry cargo, transport, or draw a Semi-Trailer.

The Registration Year for Yard Tractors is July 1 through June 30 of each year.

Repair and maintenance permit

What if I need to come into your state to repair my vehicle?

This permit authorizes the carrier to travel from another foreign state into Indiana for the repair/maintenance of vehicles or semi-trailers. The carrier must return directly to the same state where the vehicles originated. Visit the Motor Carrier Services Web Site for the current payment price, www.in.gov/dor/3408.htm

Photocopies of the Indiana IRP 45-day temporary registration permit ***are*** acceptable; however, ***any*** alteration of the permit renders the permit invalid and Commercial Motor Vehicle Enforcement will confiscate the permit and impound the vehicle. Permits altered by any carrier will result in full vehicle registration of 80,000 lb. fees. Criminal charges may also be brought against anyone guilty of a falsified permit punishable by law.

Oversize/Overweight Vehicle Permits

All vehicles operating over 80,000 lbs. gross vehicle weight/subject to axle weights, 13'6" in height, 8'6" in width, 40' in length for a single vehicle, 60' in length for two vehicles coupled together and/or 53' in length for a semi-trailer unit on a truck-tractor-semi-trailer combination must obtain an oversize/overweight vehicle permit if the load is nondivisible.

Types of Permits

What kinds of permits are available?

There are eight categories of permits. These permits are issued for different periods of time, based on a vehicle's specific dimensions and/or size and the travel activity. The following chart is a quick summary of the various permits and when they are used.

	Single Trip (1 Day)	Single Trip (5 Days)	Single Trip (15 Days)	90 Days	Annual
Oversize			×	×	×
Overweight			×		
OS/OW			×		
Toll Gate		×	×		×
Special Weights	×				
Mobile Home Rig 8'6"-12'4"			×	×	×
Special Mobile Home Rig 12'4"-14'4"		×		×	×
Towing Disabled			×		
U.S. Custom Sealed Ocean Container					×

Within these types of permits, we also have routine permits and superload permits. A superload permit is any permit over:

- 15 feet high
- 16 feet wide
- 110 feet long
- 120,000 lbs.

Cost of Routine Permits

Please visit the Motor Carrier Services Web site at www.in.gov/dor/3408.htm for more information.

Setting Up an Account

How do I set up an account?

If this is your first time applying for an oversize or overweight permit, you must set up an account. You will need to complete the Transporting Company Permit Agreement Application and get a user ID and password for everyone in your company who will be ordering permits. To establish your account, user ID, and password online, visit the oversize/overweight (OSW) section of the Motor Carrier Services Web site at www.in.gov/dor/3408.htm

To apply for a new account:

1. Visit www.in.gov/dor/3404.htm
2. Click the link under the online application.
3. Click the New to Indiana? Apply for an OSW Account link.
4. Here you are prompted to enter the information for your company. When all your information is entered correctly, click the Next button.
5. The next page presents the legal conditions. After you have read the legal conditions, you must click I Agree to continue.
6. The next page presents a summary of the information you have entered. Please review it and, if all the information is correct, click Confirm.
7. This will submit your application for our review.
8. After we have made a decision on your application, you will receive an e-mail that your account has been approved or rejected.
9. If your account is rejected, please supply any requested additional information or correct your application and resubmit it.

After your company agreement application has been approved, you will receive an e-mail indicating that you can set up your user ID and password.

To establish your user ID and password:

1. Visit www.in.gov/dor/3404.htm
2. Click the link under the online application.
3. Click the First Time User Register for OSW link.
4. Click OSW, and also click Permit Service if you are.
5. Click Continue.
6. You will be prompted to enter your account information:
 - a. Your account name as it is registered with Motor Carrier Services
 - b. Your FEIN or SSN
 - c. Your USDOT registration number
7. Click Submit.
8. Click Create New User Account. (If you currently have user IDs created for other Motor Carrier Services functions, you will be presented with those user IDs so you can add OSW functions to them. Click the user ID you want to add OSW to; you will then see a successful screen.)
9. You will be prompted to enter user information.
10. Click Continue and you will receive a successful screen.

After you have your user ID and password, you can apply for a permit.

You may also apply for a new OSW account through the mail or by visiting our office. If you have questions, please contact our office Monday through Friday, 8 a.m. to 4:30 p.m. We are happy to assist you.

Mail:

Indiana Department of Revenue

OSW Section

5252 Decatur Blvd., Suite R

Indianapolis, IN 46241

(317) 615-7320

E-mail: IndianaOSW@dor.in.gov

www.in.gov/dor/3408.htm

Setting Up a Payment Method

Motor Carrier Services accepts many payment options for OSW permits. You may use:

- A credit card
- An e-check
- An escrow account

Motor Carrier Services will set up an escrow account for you. You can mail a letter with a check in the amount you would like added to your escrow account to:

Indiana Department of Revenue
OSW Section
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241

The balance of your escrow account will be displayed on your OSW homepage. If you include a threshold amount in the letter with your escrow check, Motor Carrier Services will send you an e-mail when your account reaches that amount. These features allow you to manage your escrow account more effectively.

To pay for permits electronically, click the Pay for Permits button on the left menu of your OSW homepage. This allows you to pay for permits using a credit card, an e-check or your escrow account. After you have purchased your permits, you can print them immediately.

You may also mail a check to our office for payment of your permits. However, you will not receive your permit until our office has received your payment and processed it. Processing time for paper checks is 7-10 business days.

Ordering a Permit

After you have completed the registration process for your company, you are ready to request oversize/overweight permits. You can order permits through the online system at www.in.gov/dor/3408.htm through a permit service, by fax, by mail order from our office or by visiting our office.

Questions

For questions or to request blank forms:

Mail:

Indiana Department of Revenue
Permit Section
P.O. Box 6175
Indianapolis, IN 46206-6175
(317) 615-7320
Fax: (317)821-2336
www.in.gov/dor/3408.htm

Violations to Permits

Violations of OSW permits or operating without a permit will result in the suspension of a carrier's OSW account. To restore an OSW account, the carrier must send a letter to Motor Carrier Services. This letter must be on company letterhead and include the following:

- An explanation of the violation;
- The carrier's company policy on the violation; and
- The company's plan to ensure that no further violations occur.

The letter can be faxed or mailed to our office.

After the letter is received and approved, the carrier's OSW account will be restored. However, Indiana does assess civil penalties up to \$5,000 for OSW permit violations or operating without an OSW permit.

A certified letter concerning the hearing will be sent to the carrier to determine the civil penalty amount.

Guidelines for Indiana US DOT Number and Marking Requirements

Who Must Have a US DOT Number?

If you operate a commercial motor vehicle transporting property or passengers interstate and/or intrastate and have a GVWR or gross combined vehicle weight of 10,001 lbs. or more; you use the vehicle to transport more than 9 passengers (including the driver); or you use the vehicle to transport placardable amounts of hazardous materials, you must mark your vehicle with a US DOT Number. You will receive evidence of your registration via the registration receipt.

Exemption: If you operate a farm-plated vehicle and do not leave Indiana, you do not need a US DOT number.

How Do I Get a US DOT Number?

Intrastate carriers need an Indiana BAS-1 Application Form and should contact the Indiana Department of Revenue.

Indiana Department of Revenue
Motor Carrier Services Division
P.O. Box 6075
Indianapolis, IN 46206
(317) 615-7350
www.in.gov/dor/3408.htm

Federal Motor Carrier Safety Administration
Attention US DOT Number Application
1200 New Jersey Ave. SE
Washington, D.C. 20590
(317) 226-7474
www.safer.fmcsa.dot.gov

Fees

Which fees are due?

There is no administrative fee for issuing a US DOT number. However, there is a per-vehicle fee for processing and registering your proof of financial responsibility (insurance). This fee is due only if you are not crossing state lines and you have not already paid the fees under the Unified Carrier Registration Act (UCRA). Visit the Motor Carrier Services Web site at www.in.gov/dor/3408.htm for more information.

Insurance

Who must file proof of financial responsibility?

Along with the application for a US DOT number, the following intrastate carriers are required to provide proof of financial responsibility (insurance Form E) with the State of Indiana, if they haven't already:

- Private carriers transporting hazardous materials
- For-hire carriers

Vehicle Markings

What are the vehicle marking requirements?

Anyone required to have a US DOT number is also required to mark his/her vehicles.

Nature of the markings

Generally, the marking must display the following information:

- The name or trade name of the motor carrier operating the motor vehicles
- The motor carrier identification number preceded by the letters “USDOT” (and if it’s an intrastate vehicle, it must have an “IN” suffix)

Size, shape, color and location

The marking must:

- Appear on both sides of the motor vehicle;
- Be in letters and numbers that contrast sharply in color with the background on which the letters and numbers are placed; and
- Be readily legible, during daylight hours, from a distance of 50 feet while the vehicle is stationary (approximately 2” block-style letters and numbers). The marking must always be maintained in this condition.

Construction and durability

You may paint the marking on the motor vehicle, or it can be displayed on a removable device if the device meets the previously mentioned requirements.

Unified Carrier Registration System (UCR)

Who must file under the UCR?

If you operate a truck or bus in interstate or international commerce or you make the arrangements for the transportation of cargo and goods. You must register for UCR.

The UCR program requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with Indiana and pay an annual fee based on the size of their fleet.

Companies operating solely as brokers, freight forwarders or leasing companies are also required to register and pay a fee. Please visit the Motor Carrier Services Web site at www.in.gov/dor/3408.htm for more information.

Companies providing both motor-carrier services as well as broker, freight forwarder or leasing services are required to pay the fee at the motor-carrier level.

To avoid delays in processing your UCR, it is recommended that you register online at www.ucr.in.gov and follow the step-by-step instructions. Payments can be made online using MasterCard, Visa or e-check.

Direct your questions to the Indiana Department of Revenue Motor Carrier Services division at (317) 615-7350.

If mailing your application, make checks payable to the Indiana Department of Revenue and return to:

Indiana Department of Revenue
Motor Carrier Services Division
Insurance and Safety Section
P. O. Box 6075
Indianapolis, IN 46206-6075

If you would like to learn more about UCR, visit www.in.gov/dor/3408.htm

Questions

What if I have more questions?

If you have any questions, please contact the Indiana Department of Revenue at (317) 615-7350.

Indiana Motor Carrier Operating Authority

Who Needs This Authority?

Operating authority is required for any for-hire carrier transporting household goods or passengers within the state of Indiana.

What is the Operating Authority?

Operating authority allows the for-hire transportation of household goods and passengers for compensation. “Intrastate” authority refers to movements between points within the State of Indiana and is issued by the Indiana Department of Revenue.

There are two types of authority, common and contract. Common carrier authority is issued to a carrier who wants to serve the public. Contract carrier authority is issued to a carrier who wants to serve one or a limited number of shippers or persons by dedicating motor vehicles to meeting the distinct needs of this limited group of people.

Application Process

How do I obtain Indiana intrastate operating authority?

The process of obtaining Indiana intrastate operating authority starts with filing an application with the Indiana Department of Revenue. Common carriers whose services are available to the public must obtain a certificate. Contract carriers who serve only certain shippers must obtain a permit.

Forms 700 and 703 and fee schedules are available at the Motor Carrier Services Web site at www.in.gov/dor/3408.htm

Three types of operating authority can be filed:

- Form 703 Emergency Temporary Authority (ETA) lasts 30 days. This must be accompanied by a temporary authority (Form 703), a permanent authority application (Form 700), a filing fee, a publication fee, proof of insurance (Form E filing), a BAS-1 form and a tariff or contract.
- Form 703 Temporary Authority (TA) lasts 180 days. This must be accompanied by a permanent authority application (Form 700), a filing fee, publication fee, proof of insurance, a BAS-1 form and a tariff or contract.
- Form 700 Permanent Authority must be accompanied by a financial statement, a BAS-1 form, a filing fee, and a publication fee.

Before a hearing, we will also need an applicant statement and any supporting statements.

An ETA is granted on the basis of affidavits filed by shippers that show an emergency need for transportation services that are not available from existing common carriers.

A TA is granted to meet an immediate and urgent need for transportation services that might not be an emergency. Any member of the general public, including existing common or contract carriers, can file papers opposing the issuance of a new TA.

These same individuals can also protest the granting of new permanent operating authority. When a protest is filed, a formal hearing is held, which is similar to a court proceeding. If no protest is filed, a permanent application can be granted based on supporting affidavits, without a formal hearing.

After the hearing and consideration of all evidence submitted in support of or opposition to the application, an order is issued by the Indiana Department of Revenue either granting or denying the application for operating authority. If the application for permanent authority is granted, the applicant has 60 days to file proof of insurance and a permanent tariff or contract.

Will I need to renew my intrastate operating authority every year?

Indiana intrastate operating authority is continuous as long as the carrier:

- Files an annual report, Form MCS-3, prior to April 30 each year;
- Maintains proper insurance;
- Purchases the vehicle registration receipt each year by filing BAS-1 and paying a per vehicle fee; and
- Maintains a proper tariff.

Account Changes

Can an operating authority be sold?

Yes. An operating authority can be sold, leased, transferred or included in a will like any other property. You must contact the Insurance and Safety Section of the Indiana Department of Revenue to obtain Forms 707 and 711, or online at www.in.gov/dor/3408.htm

What procedures do I follow if my business name changes?

An Indiana intrastate carrier that changes its name must make certain filings with the Indiana Department of Revenue. The type of filing required depends on the reason for the name change. If the only change in the carrier's business is its name, the carrier must file:

- A name change petition;
- A fee;
- A new Form E Indiana (insurance); and
- An adoption notice for the existing tariff or a new tariff.

A name change may result from the merger of two or more corporations. These transactions are more than name changes because the structure of the business also changes. A carrier that acquires intrastate operating authority by merging with another corporation must file an application with the Indiana Department of Revenue to obtain permission to own and operate the new authority.

Other carriers who hold intrastate certificates or permits have the opportunity to protest.

What is a \$2.50 temporary registration receipt?

When an intrastate passenger and/or household goods carrier has been granted an ETA or a TA authority, the carrier must file Form MCS-TA and pay a \$2.50 per-vehicle fee. The Indiana Department of Revenue then issues a temporary registration receipt.

Tariffs & Schedules

What is a tariff?

A tariff is a legal publication by a common carrier (either household goods or passenger) that sets forth the scope of the operating authority of the carrier; the rates, fares or charges for transportation and accessorial services and the rules governing the application of such rates, fares or charges. A tariff is a legal document and only those rates, fares or charges contained in the tariff may be charged for transportation or related services.

What is a schedule?

A schedule or rate schedule is a legal publication by a contract carrier (either household goods or passenger) that can have two forms:

1. A minimum rate schedule in the same form or format as a tariff;
2. A schedule of actual rates attached to the contract as an appendix and made a part of the contract.

How do I file and post a tariff or schedule of rates?

Tariffs, schedules and any supplements or changes to tariffs or schedules must be filed with the Indiana Department of Revenue by an officer or a duly authorized agent of the company. Each tariff or rate schedule must be submitted, including individual contracts, along with a letter of transmittal.

If a receipt for the accompanying tariff or schedule is desired, a duplicate transmittal letter should be included with a self-addressed stamped, envelope. A copy showing the date of receipt by the Indiana Department of Revenue will be returned to the sender.

Tariffs, schedules and supplements or amendments must be posted (on file) at each terminal location and the general offices of the carrier for inspection by the general public.

After I begin operating, is there a way to change the rates, fares, charges, rules, classifications, or items in my tariff, minimum rate schedule or actual rate schedule?

Yes. If you are a common carrier, all changes in rates or charges or in rules or other provisions that affect rates must be filed with the Indiana Department of Revenue at least 30 days before the date on which they become effective.

If you are a contract carrier, each new rate or charge; each reduced rate or charge; and each new or changed rate, regulation or practice that affects a reduction in rates or charges or that increases the value of the service must be published in a schedule which should be posted and filed with the Indiana Department of Revenue at least 30 days prior to the effective date of such rate, charge, rule, regulation or practice.

Increased rates; increased charges; changes in rules, regulations or practices that result in a decrease in the value of the service or an increase in a rate or charge; and rates, charges, rules, regulations and practices republished without change shall be published in a schedule and filed with the Indiana Department of Revenue at least one day prior to the effective date of such rates, charges, rules, regulations or practices.

Passenger tariffs or schedules

Changes in fares or charges must be filed and posted at least 10 days prior to the effective date of the tariff or schedule.

Commercial Driver's License (CDL)

The Commercial Motor Vehicle Safety Act of 1986 required all states to adopt a classified driving licensing system that allows for the licensing of commercial motor vehicle (CMV) operators. The Act defines a commercial motor vehicle requiring a commercial driver's license (CDL) as: (1) a single vehicle having a GVWR of at least 26,001 lbs.; (2) a combination vehicle with a GVWR over 26,000 lbs. and pulling a trailer with an individual GVWR of more than 10,000 lbs.; (3) a vehicle designed to transport 16 or more passengers including the driver or (4) any size vehicle carrying hazardous materials that requires placarding.

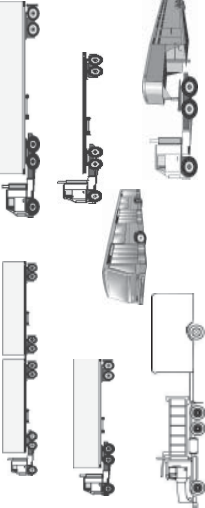
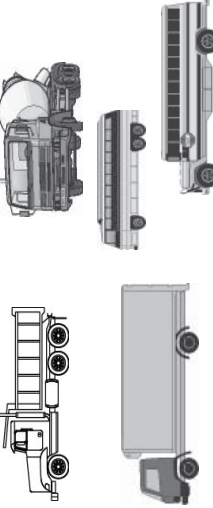
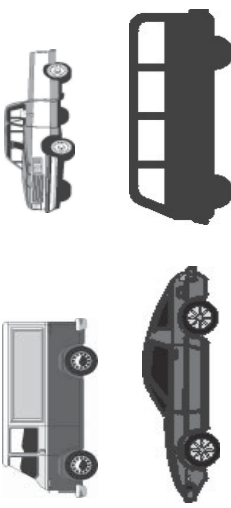

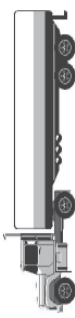
Applying for a CDL Endorsement

How do I get an Indiana commercial driver's license?

All drivers of CMVs must have a CDL. To get a CDL, a driver must pass a written knowledge test, a skills test and a Department of Transportation (DOT) physical examination. Indiana CDL manuals and the physical examination forms are available online at www.in.gov/dor/3408.htm and at any Indiana Bureau of Motor Vehicles branch and the Motor Carrier Services office.

1. A driver must have a valid Indiana operator's license;
2. A driver must have a valid United States Social Security card. Copies of a Social Security card are not valid and will not be accepted. Check with any Indiana Bureau of Motor Vehicles license branch for current requirements of proof of Social Security number.
3. A driver must pass a DOT physical examination prior to applying for an initial CDL and up to every two years thereafter. The driver must provide the valid DOT physical examination for filing with the Indiana Department of Revenue to maintain commercial driving privileges.
4. A driver must obtain a CDL learner's permit from the Indiana Bureau of Motor Vehicles. To obtain a CDL learner's permit, a driver must take one or more of the following written knowledge tests:
 - a. The general knowledge test must be taken by all drivers.
 - b. The passenger transport test must be taken by all bus drivers.
 - c. The air brakes test must be taken if the vehicle has air brakes.
 - d. The combination vehicle test must be taken for combination vehicles.
 - e. The hazardous material test must be taken if a driver is required to haul hazardous waste or hazardous materials requiring vehicle placards.

Vehicle Groups and Associated CDL Tests Chart

Vehicle Groups (FMSCR 383.91) and Associated CDL Tests				
Class	Vehicle Description	Typical Vehicle in Group	Knowledge Tests Required	Skills Tests Required
A	Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.		<ul style="list-style-type: none"> General Knowledge Combination Vehicles Air Brakes (if equipped)* Passenger Transport (if applicable) 	<ul style="list-style-type: none"> Vehicle Inspection Basic Control Skills Road
B	Any single vehicle with a GVWR of 26,001 or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.		<ul style="list-style-type: none"> General Knowledge Air brakes (if equipped)* Passenger Transport (if applicable) School bus (if applicable) 	<ul style="list-style-type: none"> Vehicle Inspection Basic Control Skills Road
C	Any single vehicle, or combination of vehicles, that does not meet the definition of group A or group B as contained herein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials.		<ul style="list-style-type: none"> General Knowledge Air Brakes (if equipped)* Hazardous Materials (if applicable) Passenger Transport (if applicable) School bus (if applicable) 	<ul style="list-style-type: none"> Vehicle Inspection Basic Control Skills Road
Endorsements				
T	Combination vehicles with double or triple trailers.		<ul style="list-style-type: none"> Doubles/Triples 	
N	Vehicles used to haul liquids or gaseous materials in permanent tanks or in portable tanks having a rating capacity of 1,000 gallons or more.		<ul style="list-style-type: none"> Tank Vehicle 	Skills tests applicable to class of vehicle brought in for testing.
P			<ul style="list-style-type: none"> Passenger Transport 	
H			<ul style="list-style-type: none"> Hazardous Materials 	
X			<ul style="list-style-type: none"> Tank Vehicle Hazardous Materials 	
S			<ul style="list-style-type: none"> School Bus 	

Effective 2008/2009

* If the vehicle used for testing is not equipped with air brakes, license must show an "L" (air brake) restriction.

* If the vehicle used for testing is not a tractor semi-trailer, license must show an "S" restriction. "No-semi".

* If the vehicle used for testing has an automatic transmission, license must show an "E" restriction (Class A only).

Please visit www.in.gov/dor/3408.htm for specific effective dates.

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- f. The tanker test must be taken if a driver is required to haul liquids in bulk.
 - g. The doubles/triples test must be taken if a driver is required to pull double or triple trailers.
 - h. The school bus endorsement test must be taken by all school bus drivers. “School bus” means a CMV used to transport pre-primary, primary or secondary school students from home to school, from school to home or to and from school-sponsored events with 16 or more passengers (including the driver).
 5. After a driver acquires a CDL permit, he/she then must take a skills test. The driver must take these tests in the type of vehicle for which he/she wants to be licensed. The skills test must be taken at a third-party state test site and consists of three parts:
 - a. Pre-trip vehicle inspection
 - b. Basic vehicle control
 - c. On-road test
 6. After a driver passes all the required tests, the driver needs to take his/her Indiana operator’s license, CDL permit, skills test certification and DOT/CDL physical to any Indiana Bureau of Motor Vehicles. If the driver has a valid driver’s license status, the Indiana Bureau of Motor Vehicles will issue the driver a CDL.

Retesting

What happens if I fail the skills test?

If you fail the skills test, you may take the test again the next business day. You can test only once a day. You will be responsible for all costs each time you have to take a skills test. The examiner will issue a skills test certification upon successful completion of the skills test.

To make an appointment for a CDL skills test, please get a listing of the CDL third-party test sites at any Indiana Bureau of Motor Vehicle license branch or by visiting www.bmv.in.gov or www.dor.in.gov

Other Safety Act Rules

Other federal and state rules that affect drivers operating CMVs in all states include

- You cannot have more than one license. If you break this rule, a court may fine you or sentence you to jail time. Keep your home-state license and return any others.
- You must notify your employer within 30 days of conviction for any traffic violations (except parking). This is true no matter what type of vehicle you are driving.
- You must notify your motor vehicle licensing agency within 30 days if you are convicted in any other jurisdiction of any traffic violation (except parking). This is true no matter what type of vehicle you were driving.
- You must notify your employer if your license is suspended, revoked or canceled or if you are disqualified from driving.
- You must give your employer information on all driving jobs you have held for the past 10 years. You must do this when you apply for a commercial driving job.
- You must have the appropriate CDL to operate any CMV that requires a CDL. A court may fine you or order incarceration if you are found guilty of operating a CMV without a CDL.
- Your employer may not let you drive a commercial motor vehicle if you have more than one license or if your CDL is suspended or revoked. A court can fine the employer or order incarceration for breaking this rule.

CDL Medical Review

In an effort to protect the integrity of medical reporting and to monitor the medical status of individuals who have CDLs, the Indiana Department of Revenue and the Federal Highway Administration have entered into a medical review program. This program enables the Indiana Department of Revenue to track medical histories to ensure compliance with federal and state medical requirements of the CDL.

The program now requires a CDL applicant or a CDL driver to:

1. Have a copy of the long form physical DOT/CDL on file with the CDL Medical Division at the time of issue. (Long forms are available at all license branches.)
2. Sign an information release for the Indiana Department of Revenue and supply the physician's address, phone number and state license number. (**Indiana forms have space for this information, but the Indiana Department of Revenue will accept any form as long as this information is provided.**)
3. Carry the medical examiner's certificate while driving a CMV.

All physicals must have:

1. The date of the examination and an expiration date.
2. The driver's correct name and date of birth.
3. The doctor's signature, telephone number and physician's state license number.
4. The driver's signature on the Indiana Department of Revenue signature release line and the driver's Social Security number.
5. Out-of-state physicals will be accepted, but the individual must still sign an information release for the Indiana Department of Revenue and supply his/her Social Security number. This information can be added anywhere on the long form as long as it is clearly visible (example: at the top of the form or in the margin). The release must state: I authorize this information to be released to the Indiana Department of Revenue .

If a physical form is missing any of this information, a CDL **may not be issued**.

If an individual comes into the branch without a copy of the long form physical, and the individual has not submitted one to us previously, the clerk must tell him/her to contact the physician or company that is responsible for the physical. An individual may do one of the following:

Mail the physical to:

Indiana Department of Revenue
Motor Carrier Services Division
CDL Medical Section
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241

Please allow 7 to 10 business days for the processing of your physical examination long form. Note: A Medical Examiners' Certificate must accompany the medical examination long form when filing with the Indiana Department of Revenue, Motor Carrier Services, CDL Section.

To check on the status of your physical examination long form, please call (317) 615-7433.

If you have any questions, please call the CDL Help Desk at (317) 615-7335.

For more information on the status of your CDL driver physical, call (866) 829-0501.

Remember: All information is confidential!

For Additional Information or Assistance

Indiana Department of Revenue

Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
(317) 615-7200
www.in.gov/dor

Indiana State Police

Commercial Vehicle Enforcement Division
5252 Decatur Blvd., Suite J
Indianapolis, IN 46241
(317) 615-7373
1-(800)-523-2226
Fax: (317) 821-2350
www.in.gov/isp/

Federal Office of Motor Carriers

Federal Department of Transportation
575 N. Pennsylvania, Suite 261
Indianapolis, IN 46204
(317) 226-7474
Fax: (317) 226-5006

Intrastate Carrier Services

Indiana USDOT: (317) 615-7350
Superload Permits: (317) 615-7320
Motor Carrier Fuel Tax: (317) 615-7345
Indiana Operating Authority: (317) 615-7350
Oversize/Overweight Vehicle Permitting: (317) 615-7320

Interstate Carrier Services

IRP: (317) 615-7340
IFTA: (317) 615-7345
UCR: (317) 615-7350
Superload Permits: (317) 615-7320
Commercial Driver's License: (317) 615-7335
Oversize/Overweight Vehicle Permitting: (317) 615-7320

Fax Numbers

IFTA: (317) 821-2337
IRP: (317) 821-2335
Insurance: (317) 821-2339
Commercial Driver's License: (317) 821-2340
Oversize/Overweight/Superload: (317) 821-2336

Glossary

ASHTO - American Association of State Highways and Transportation Officials

BARS - Bridge Analysis and Rating System

BMV - Indiana Bureau of Motor Vehicles

CDL - Commercial Driver's License

CFR - Code of Federal Regulations

CGVWR - Combined Gross Vehicle Weight Rating

CMV - Commercial Motor Vehicle

CVSA - Commercial Vehicle Safety Alliance

DOR - Department of Revenue

DOT - Department of Transportation

FHWA - Federal Highway Administration

FMCSR - Federal Motor Carrier Safety Regulation

GVWR - Gross Vehicle Weight Rating

IFTA - International Fuel Tax Agreement

INDOT - Indiana Department of Transportation

IRP - International Registration Plan

MC - Motor Property Carrier/Broker Authority

MCFT - Motor Carrier Fuel Tax

MCS - Motor Carrier Services

ORS - Overload Routing System

PTO - Power Take Off Unit

PUC - Proportional Use Claim

UCRS - Unified Carrier Registration System

USDOT - United States Department of Transportation

NOTES

